USDA

United States Department of Agriculture

Conservation Innovation Grants

New Grantee Guide

June 2023 Edition

Natural Resources Conservation Service

nrcs.usda.gov/

Congratulations on your Conservation Innovation Grants (CIG) Classic or On-Farm Conservation Innovation Trials (On-Farm Trials) award! Now that your organization has been selected for a CIG Classic or On-Farm Trials award, the hard part begins—delivering on all the wonderful things you proposed to do in your application! Rest assured, we at the USDA's Natural Resources Conservation Service (NRCS) are here to help.

CIG Classic and On-Farm Trials are co-administered by NRCS CIG programs staff and USDA Farm Producation and Conservation Business Center (FPAC-BC) grants and agreements staff. Through the life of your project, you will interact with both groups to successfully carry out your project, and to successfully be paid for doing so. Federal grant administration can be daunting (especially for the uninitiated), so we developed this guide to help you navigate your responsibilities. The CIG website (in particular the page established for grantees) is a good source for program updates and the latest versions of forms and templates discussed in this guide. If you ever have any questions, please do not hesitate to reach out to us.

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Signing your Agreement and Starting CIG Projects

After NRCS announces the slate of CIG awardees, a Grants Management Specialist (GMS) will contact each awardee and send along the grant award package. At a minimum, your award package will include an **NRCS-ADS-093 (Notice of Grant and Agreement Award)** form, **Statement of Work** (taken from the project proposal), and **General Terms and Conditions**.

Please review the award package for accuracy. Contact the grants management specialist immediately if you have questions or find any errors in your package. Once satisfied with the documents, please sign and send the NRCS-ADS-093 form back to the GMS. The GMS will then work internally at NRCS to finalize the package, execute the agreement and send you a copy signed by USDA.

IMPORTANT NOTE—CIG awards are not fully executed until NRCS leadership signs the NRCS-ADS-093 and sends the fully signed document back to the awardee. **Do not begin work until you receive a fully executed agreement.** NRCS is unable to reimburse for project charges accrued before the date on the fully executed agreement. We encourage awardees to review the award package and send the signed ADS-093 back to the GMS as quickly as possible to avoid any delays in starting your project.

If it appears the agency will be delayed in completing the CIG grant agreements, NRCS may offer grantees the option of requesting a pre-award letter authorizing project expenditures for a given period of time prior to completion of the grant agreement. NRCS will contact awardees if pre-award letters are authorized in any given year.

Again—without a fully executed grant agreement, do not begin work on your project. When in doubt, please ask!

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Official Grant Project Contacts

Technical Contact

NRCS assigns a technical contact to each CIG project. NRCS makes assignments based on technical specialty and geographic proximity to the project.

The following are the roles and responsibilities of NRCS technical contacts:

- Technical oversight
  - Review and approval of semi-annual progress reports.
  - Approval for any technical changes to projects.
  - Approval of project deliverables.
- Serving as the technical liaison to NRCS. Additional NRCS technical staff may be called on to engage in a CIG project. The technical contact serves to connect project staff with other NRCS staff.
- Project evaluation--at the conclusion of a project, technical contacts complete a project evaluation and make recommendations for any future actions.

Technical contacts are encouraged to make at least one site visit to each of their assigned projects during the project's life. Technical contacts will coordinate site visits with grantees.

NRCS Program Contact

The agreement lists an NRCS Program Contact. This is an NRCS CIG staff member who is at headquarters that ensures all the administrative and technical procedures are followed. In addition, they review reports, invoices, and amendments for program compliance. Any question you may have on process or agreement requirements can be directed to this person. While they are listed with their email address on the agreement, you can also reach them at nrcscig@usda.gov.

FPAC-BC Administrative Contact

The USDA Farm Production and Conservation Business Center (FPAC-BC) Grants and Agreements (GAD) staff assigns an administrative point of contact to monitor your project for administrative compliance. The assigned Grants Management Specialist is listed on the NRCS-ADS-093 form in block 8 as the FPAC-BC administrative contact.

The FPAC-BC GAD administrative contact will administer agreement amendments such as budget changes, extensions, changes in scope of work, and changes in contacts. GAD staff (though not necessarily the assigned staff member) also review and approve CIG Requests of Advancement or Reimbursements (SF-270s, see next section) and work with CIG program and NRCS financial management staff to process payments. GAD staff also review all financial reports and progress reports, rog

review required audits for compliance, and upon grant expiration initiate closeout procedures.

Requests for Advances and Reimbursements

NRCS CIG payment requests are submitted by grantees each quarter on a reimbursable basis. In cases of hardship, grantees may request monthly reimbursements, but such a change must be requested by the grantee and approved by CIG program staff. Advances also may be requested in cases of hardship, at the request of the grantee and approval of program staff. Advances may only be requested for an amount that can be spent within the next 30-60 days from when the advance is processed. All advances must be liquidated (e.g., documentation showing expenditures) immediately after the end of the 30-day period. If a grantee is provided an advance, NRCS will not process additional project payments until the advance is liquidated.

Reimbursement requests are submitted using the SF-270 form through ezFedGrants, an online USDA grants and agreements management system. Appendix A and B give instructions on how to complete the form and give an example form. (Note that within ezFedGrants, this form appears slightly different, but has the same lines.) Each request must be accompanied by documentation supporting the amount requested (see Appendix C for further information on supporting documentation). All CIG project funds must be expended within 90 days after the award expiration date. Refer to the NRCS General Terms and Conditions, Part V (attached to your grant agreement) for additional information regarding payments.

If you are having issues submitting an invoice in ezFedGrants, contact the ezFedGrants help desk: ezFedGrants-cfo@usda.gov.

If you have questions on how to fill in an SF-270 claim form, email the CIG inbox: nrcscig@usda.gov

NRCS generally completes payment requests within 14 days of receipt, but 30 days is the allowable process time. Grants & Agreements staff process all requests before sending them to CIG program staff for certification and payment approval. Once a payment is approved, the funds may take an additional 3-4 business days to reach your bank account.

Documentation of Grant and Matching Fund Expenditures

CIG Classic and On-Farm Trials grantees must maintain detailed, auditable documentation of all grant and matching fund expenditures throughout the life of the grant, and for three years following the grant agreement's end date. This documentation must be available whenever requested by USDA. Annually, 5% of awards are audited specifically to ensure matching funds are being properly expended and recorded.

Reporting Requirements

Grantees are responsible for submitting regular progress and financial reports, as outlined in the general terms and conditions attached to your grant agreement. When reporting is not submitted on time, NRCS may require additional oversight, such as more detailed financial reports, additional project monitoring, or the withholding of payments until delinquent reports are submitted. An overview of grantee reporting requirements is below.

Project Progress Reports

Following execution of the grant agreement, grantees submit progress reports every six months. These semi-annual reports record progress toward completing deliverables, challenges or delays, goals (met and unmet), and any other pertinent information (analysis, explanation of cost overruns). Progress reports should also include any preliminary results related to practice standard revisions, completed or promising products, press releases for interim successes, and news articles highlighting the project. Semi-annual reports must include a list of EQIP-eligible producers (names only) involved in the project.

Progress reports are submitted through ezFedGrants every six months, with the first report due seven months after the project start date. ezFedGrants notifies grantees when a report is due.

Appendix E contains the semi-annual progress report template for use by grantees.

Financial Reports

Grantees must submit to ezFedGrants an annual Federal Financial Report (SF-425). Instructions for completing a SF-425 are found In Appendix D. The due date for SF-425 reports is 30 days after the anniversary of your start date.

Final Reporting

The final programmatic report submitted by CIG grantees should encompass the entire project, including successes, challenges, and next steps. As NRCS intends to post all final reports on its website, final reports should be concise and written in plain language. In addition, final reports must not include any Personal Identifiable Information (PII--such as names of agricultural producers, addresses, financial information, propriety business information, etc.).

Following are some guidelines grantees should consider when developing final reports:

- The report should detail the project results and respond to all deliverables of the agreement. Public-friendly graphics and explanatory graphs/infographics are encouraged.

- Final reports should be written in plain language and include background/rationale for the project, a brief summary of methods, results, challenges, a summary of the project's impact on conservation, a list of project outputs, and potential next steps. Final reports must address all objectives and deliverables.

NRCS may request additional detailed information if it is required by agency technical experts as they look to incorporate CIG project results into agency operations.

All final reports are reviewed by the project technical contact and other appropriate NRCS technical experts within two months of receipt. Incomplete or insufficient final reports will be returned to the grantee for additional information.

A sample final report is posted on the CIG grantees' page.

Both CIG Classic and On-Farm Trials must complete final reports following the above format. For On-Farm Trials projects, the evaluations described below must be synthesized and summarized into the final report format.

Soil Health Demo Trials Evaluations

Projects funded under the Soil Heath Demo Trial (SHD) priority must meet additional evaluation requirements. Similar to the broader On-Farm Trials program, SHD projects must include a robust evaluation of the environmental, financial and social (to the extent possible) effects of implementing soil health management systems and practices.

Unique to SHD is the necessity of using common evaluation protocols and methods for assessing soil carbon changes and other soil health outcomes. Eligible entities must—

- Use NRCS standards in field and laboratory methods for soil carbon and other soil health indicator measurements. This does not preclude inclusion of additional measurements, beyond the identified NRCS data collection requirements. Awardees will collaborate with NRCS soil health experts to ensure consistency in field and laboratory methods.
- Work with NRCS Soil and Plant Science Division (SPSD) staff to verify the soil series on which the trial sites(s) is located.
- Collect current and historic management information from participating producers (tillage, crop rotation, nutrient and other input applications).
- Collect environmental and financial outcome data to include profitability (cost of production, current yield and historic yield where available) and other data as available such as effects of systems on infiltration rates, ground water recharge, plant available water, runoff, water quality, flooding, pest resilience, weather resilience, air quality, etc.).
- Develop summary information on social outcomes and profiles of participating producers with information about why management changes were adopted, and challenges and benefits of the changes.
- Provide details on how the information will be shared with producer communities, such as through on-farm field days and other activities, to facilitate broader adoption.
- Develop production and climate specific SHMS templates, that will be regionally relevant to future adopting producers, from On-Farm Trials that successfully implement a SHMS, especially in cases where a novel approach is used to address specific resource concerns or challenging conditions.

The standard SHD dataset requirements and methods are available on the CIG website. Entities receiving an On-Farm Trials SHD award are required to submit their full data set through a data system that will be provided by NRCS.

In addition, eligible entities are required to provide their evaluation to NRCS as part of an SHD study to be submitted to Congress, as required by the SHD statute. It is incumbent upon SHD partners to inform participating producers that geospatial, soil, conservation practice, and other information will be provided to NRCS and maintained in a confidential Federal database. None of this database information will be shared with the public (e.g., through public affairs or other communications materials) without a producer's consent. Names of participating producers and any incentive payments received are subject to Freedom of Information Act (FOIA) requests.

Agreement Modifications

Grantees sometimes find it necessary to request modifications to their grant agreement. A formal modification requires execution of an agreement amendment. Examples of modifications include:

- No-Cost Extensions – (Form – GADSUM–3) Grantees may request a no-cost extension to allow additional time beyond the established expiration date. Extensions may be provided to ensure completion of the approved project deliverables. No additional funding is added to the award to allow for completing the project during the extension. The fact that funds remain at the expiration of the grant is not in itself sufficient justification for a no- cost extension. Twelve months is the maximum length of an extension. With acceptable justification, a second no-cost extension can be granted. **Be aware: Extensions cannot be granted if requested after the agreement termination date.**

- Budget Changes – (Form – GADSUM-2) In general, CIG grantees are allowed a certain degree of latitude to re-budget within and between major budget categories (found on the SF-424A budget form). Budget changes may be made at the recipient's discretion as it impacts less than 10% of the total project funding (NRCS + matching funds). For budget changes less than 10%, please email the technical contact and the NRCSCIG@usda.gov email box for notification of the change. In addition, budget changes should be noted in semi-annual progress reports.

  Example: a grantee with a $450,000 project ($225k from NRCS, $225k in matching funds) wants to move $15,000 from the personnel budget category to supplies. This change can be made without an agreement amendment and can be enacted after the grantee emails its technical contact and the NRCS CIG inbox. The change should also be documented in the next progress report. If this project team moves an additional $30,000 or more, at that point they will need to submit a request for a budget amendment since they have cumulatively reached 10% of the project funding.

  Please be aware changes to the amount of match are not allowed below the level stated as required in the NFO. Depending on the CIG competition, this could be 50%, 33%, or 20% of the total budget.

- Change in Scope of Work (Goals, Objectives, and Deliverables) – (Form – GADSUM-2) Please coordinate any changes in project scope of work or deliverables with the NRCS technical contact assigned to the project. Major changes must be enacted through an agreement amendment.

- Change in Project director/Key Personnel – (Form – GADSUM-7) Change in key personnel requires notification. For permanent changes to project personnel that are on the agreement, or for an extended absence (3 straight months or 25% reduction in project time) the required form should be completed and submitted for approval.

All modification requests must be submitted no less than 30 days before the grantee would like to see the modification take effect. All modifications must include the appropriate form and any relevant supporting documentation. Forms can be found on the CIG grantees' page. Submit forms to nrcscig@usda.gov.

Award Termination

In rare circumstances, awardees or NRCS may seek to terminate a CIG award. It is always NRCS's preference that a project continue to its conclusion and CIG staff are committed to working with awardees to avoid agreement terminations. When a termination is called for, it will be carried out in accordance with 2 CFR 200.339.

Environmental Compliance and Cultural Resources

Every NRCS-funded conservation project that involves ground disturbance activities is subject to the National Environmental Protection Act (NEPA). As part of NRCS's effort to comply with NEPA, each ground disturbing CIG Classic project must undergo a project-level Environmental Evaluation (EE) before commencing. CIG EEs are completed by NRCS state office staff in the relevant project states. After the grant agreement (NRCS signed AD-093) is fully executed but BEFORE implementation begins, the NRCS state office(s) will contact the grantee to confirm the project site(s). State office staff will conduct an environmental evaluation (EE) and prepare the NRCS-CPA-52, EE Worksheet, if required. The state office staff may, in rare cases, request that the grantee prepare an Environmental Assessment or Environmental Impact Statement. The state office will inform the Grantee when compliance efforts are complete and project work may begin.

For On-Farm Trials projects, it is likely that an EE is required for each producer participating in the on-farm trials. OFT grantees must be in contact with NRCS state office staff to ensure that EEs are completed prior to commencement of conservation activities.

If you are NOT contacted by the relevant state office(s) and would like to begin your project, please send an email to nrcscig@usda.gov.

On-Farm Trials only: Determining Participating Producer Eligibility

All producers receiving funding through an On-Farm Trials project must be registered in the USDA Farm Service Agency (FSA) system, be eligible for the Environmental Quality Incentives Program (EQIP) and found to be in compliance with the Farm Bill's conservation compliance and Adjusted Gross Income (AGI) provisions. On-Farm Trials grantees must ensure this is the case for all participating producers prior to initiating technical assistance or conservation implementation with those producers. If the producer participant is not in the FSA system, he/she is required to visit his/her local USDA office and work with FSA to establish farm records. On-Farm Trials awardees will be directed to work with NRCS points of contact in the relevant States to help NRCS make EQIP eligibility, conservation compliance and AGI determinations.

If you are NOT contacted by the relevant state office(s) with instructions for coordinating producer eligibility, please send an email to nrcscig@usda.gov.

Cultural Resources Procedures

All ground-disturbing CIG and On-Farm Trials projects must comply with the National Historic Preservation Act. The relevant NRCS state office(s) will, after the grant agreement is fully executed and BEFORE implementation begins, determine if any proposed ground-disturbing activities have the potential to cause effects on historic properties, conduct field reviews or inspections as needed, and determine project effects. For any questions about cultural resources procedures, please email nrcscig@usda.gov.

Public Affairs

Taking advantage of public affairs opportunities is a critical part of being a CIG grantee for two main reasons: 1) to spread the word about CIG projects and successes, and 2) to build support for the program.

The CIG webpages house basic information about your project. CIG program staff, working with USDA external affairs staff, may contact grantees to develop blog postings, feature stories, news releases, social media posts, and more communications products to highlight project successes.

CIG Classic and On-Farm Trials grantees should make every effort to coordinate with the CIG staff and USDA external affairs staff on announcements and any press related to the USDA grants. NRCS can provide official logos and photos, program descriptions and other relevant agency information. NRCS and CIG grantees can collaboratively promote CIG project milestones to leverage communication resources and reach a wider and more diverse audience.

At a minimum, the NRCS and the Conservation Innovation Grants program should be credited on all public presentations and media, including conference/meeting posters, presentations, papers, news releases or other public information about your project. Use the following statement below, if appropriate:

"This work is supported by the USDA's Natural Resources Conservation Service (NRCS) though its Conservation Innovation Grants (CIG) funding."

Use the official USDA-NRCS logo below for communications products.

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Natural Resources Conservation Service

Please submit to technical contacts and CIG program staff any news releases, videos, photos and other media about CIG Classic and On-Farm Trials projects through the NRCSCIG@usda.gov email box. Put in the subject line "Communication" followed by your award number.

Travel Costs

The CIG Classic and On-Farm Trials funding announcements require each proposal to include $6,000 for travel “designated by NRCS.” These funds are to be used to travel to conferences or meetings where grantees can share project progress or results with a wide audience. Examples include the annual Soil and Water Conservation Society annual meeting (where NRCS often has a CIG Showcase event) and the Conservation Finance Roundtable.

Grantees should work with their NRCS technical contacts to identify and discuss travel opportunities. Each awardee is required to participate in least one event. Event participation should be reported on in progress reports.

Program Contacts

CIG Inbox - nrcscig@wdc.usda.gov

ezFedGrants help desk: ezFedGrants-cfo@usda.gov

CIG website - https://cig.sc.egov.usda.gov/

Appendices

The latest versions of the documents listed below are found on the CIG webpage for grantees.

Appendix A. Instructions for completing a SF 270 payment request form

Appendix B. SF 270 Sample

Appendix C. SF 270 Supporting Documentation explanation

Appendix D. SF 425 Sample and Instructions

Appendix E. Semi-Annual Report Template

USDA is an equal opportunity
provider, employer, and lender.

How to complete the SF 270 – Request for Advance or Reimbursement

To request grant funds, you must use the **Request for Advance or Reimbursement**, **Standard Form 270**. We strongly recommend that you use the newest version of the SF 270 form (check the expiration date annotated in the upper left corner). The newest SF 270 form version contains built-in calculation features to assist in completing the form correctly.

Submit your reimbursable request based on actual expenses on a **quarterly basis**. Please do not make monthly submissions, monthly submission are only permitted on a case-by-case basis and require pre-approval. If necessary, you may request a funding advance, advancing of funds requires additional paperwork and is approved on a case-by-case basis. Keep in mind that the CIG program does not advance more than one month worth of anticipated expenses.

Narrative and financial reports, as well as payment requests must be timely and properly completed in order to avoid payment delays. Any overdue project and financial reports or incorrect payment request forms (e.g. amounts listed are incorrectly summed or required cost-share is not shown) will result in payment requests being held until corrected or until additional information is received. NRCS reviews and then forwards certified requests to the Department of the Treasury for final review and payment by automatic deposit.

STEP BY STEP INSTRUCTIONS for SF 270 boxes:

1. Type of Payment Requested

    a. Check **ADVANCE** if you wish to receive Federal funds for expenditures you expect to incur and pay within one month project period as noted in box #8 "*Period covered by this request*". Please submit the advance request as early as possible in order to allow for review and processing. Advances should include a written explanation/supplemental information and a description of how funds will be expended, these anticipated expenditures should correspond to the approved budget and project schedule. The written explanation should also include the expected contribution of cost-share funds during the month that the funds are being requested.

    Check **REIMBURSEMENT** for reimbursement of **quarterly** expenditures already spent through the grant. If you have received pre-approval for an advance, check both blocks to request a combined reimbursement and advance. All costs must be *incurred* within the period of support indicated on the Grant Award Summary or as amended by an extension letter signed by the NRCS. *At the completion of your grant period, reimbursement funds may be requested up to 90 days after the grant period has ended.*

    b. Check **FINAL** if this will be the last or only payment you are requesting on this grant; otherwise check **PARTIAL**.

2. Select the accounting method used to record expenditures. If you recognize expenses only as you pay them, check **CASH**. If you recognize expenses before paying them, check **ACCRUAL**.

3. Enter "**USDA-NRCS-CIG**".

4. Show the 14-digit grant number assigned by the NRCS (see the Grant Award Summary). Please make sure this is for the correct grant, if you have multiple grants with NRCS.

5. Numbered "1" for the first request, "2" for the second, etc. Please note that reimbursement requests can be combined and separate requests do not need to be sent for each month or quarter.

6. Enter your organization's Employer Identification Number (EIN), also known as the Tax Identification Number (TIN), assigned by the Internal Revenue Service.

7. May be left blank, or you can insert your own account number for your own tracking purposes.

8. Enter the expenditure period covered by this payment request, <u>not</u> the entire period of the grant (unless this is a one-time request). This expense period must fall within the stated grant period on the Grant Award or as amended by an extension letter signed by the NRCS. Each period typically follows the previous in a sequential order.

9. Enter the name and full address of the grantee

10. Leave blank, as all payments are made by electronic fund transfer

11. Computation of Amount Requested

    Appendix B of this guide there is a sample of the SF-270 form for the following situation. The Association received a CIG award on October 1, 2016. Today is April 2, 2017. The association is submitting a SF-270 to request the next quarterly reimbursement. Payment number 1 was requested for the period covered by 10/1/2016 - 12/31/2016. The Association received a payment of $8,278.36 as requested. Payment number 2 in the amount of $6,700.00 is being requested for the period covered by 01/01/2017 - 3/31/2017. Since October 1, 2016, the cumulative cost of this project to the Association is $14,978.36.

    a. Indicate all allowable project costs (cost share and NRCS funds) that have been incurred and/or paid as of the date listed. Please fill in the "As of date" in box "a."

       The total program outlays to date should include the difference in cost-share from the prior request, as well as the prior payments received. For reimbursements, the form should also include the current amount requested.

For any subsequent requests, this figure **must be cumulative**. All costs claimed must be allowable and appropriate expense documentation (e.g., timesheets, payroll records, contracts, receipts, invoices, cancelled checks, etc.) must be maintained and available for submission upon request but not submitted to NRCS unless requested.

b. Provide this information only if you received income from program income, such as meeting registration fees, etc., that are to be applied to the grant.

c. Line 11a. minus 11b.

d. Provide this information if you are requesting a pre-approved advance of NRCS funds to cover expenses to be incurred within a one month period as indicated in box 8 "Period covered by this request." This is the period during which costs will be incurred and funds expended. Line 11d. should usually match line 11i. for advances and should only list the Federal funds requested. Advances should also include a supplemental written explanation on how funds will be used that corresponds with the approved budget and project schedule. Expected cost-share for the advance period should also be shown in this written explanation.

e. The total of lines 11c. and 11d.

f. Enter the total amount of cost share represented in the amount on 11e. **This is required for both reimbursements and advances.** See the Grant Award Summary and approved project Budget Form for the expected cost sharing amount. Cost share is closely tracked throughout the project. (Divide the cost-share by the total project costs on line 11e. to see if you are currently at the percentage of cost-share required.) **If you are not meeting the expected cost sharing, you must provide a brief supplemental explanation when submitting your payment request. Please explain the shortfall and when you expect to make it up.**

g. Subtract line 11f. from line 11e.

h. Indicate all NRCS funds previously requested for this grant. This should correspond with prior request forms.

i. Show the amount you are now requesting. Subtract line 11h. from 11g.

12. DO NOT USE THIS SECTION.

13. Can be manually or *electronically signed by a responsible fiscal agent for the grant.

***A word of caution regarding electronic signatures** – electronic signatures may be stripped from your document during the transmission and review process. NRCS will not process any SF 270 without a signature. To avoid delays caused by missing electronic signatures, we recommend that you manually sign the document.

Once complete, scan it and email the signed form as a PDF to the Payment Team inbox at eastagmtpayrequests@usda.gov, and copy the CIG inbox at nrcscig@wdc.usda.gov.

Keep the original in your files. Please do not mail. Duplicate copies are NOT needed.

OMB Number: 4040-0012
Expiration Date: 01/31/2019

REQUEST FOR ADVANCE OR REIMBURSEMENT

1. TYPE OF PAYMENT REQUESTED

a. *"X" one or both boxes*

- [ ] **ADVANCE**
- [x] **REIMBURSEMENT**

b. *"X" the applicable box*

- [ ] **FINAL**
- [x] **PARTIAL**

2. BASIS OF REQUEST

- [x] **CASH**
- [ ] **ACCRUAL**

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED

USDA-NRCS-CIG

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

ENTER NRCS AGREEMENT #

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST

2

6. EMPLOYER IDENTIFICATION NUMBER

00-1111111 (EIN or TAX ID#)

7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER

8. **PERIOD COVERED BY THIS REQUEST**

From: 01/01/2017 To: 03/31/2017

9. RECIPIENT ORGANIZATION

Name: EXAMPLE ASSOCIATION

Street1: 1400 Independence Avenue

Street2:

City: WASHINGTON

County:

State: DC: District of Columbia

Province:

Country: USA: UNITED STATES

ZIP / Postal Code: 20250-1111

10. PAYEE *(Where check is to be sent if different than item 9)*

Name:

Street1:

Street2:

City:

County:

State:

Province:

Country:

ZIP / Postal Code:

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ ACTIVITIES		(a)	(b)	(c)	TOTAL
a. Total program outlays to date	(As of date) 03/31/2017	$ 14,978.36	$	$	$ 14,978.36
b. *Less:* Cumulative program income					
c. Net program outlays *(Line a minus line b)*		14,978.36			14,978.36
d. Estimated net cash outlays for advance period		0.00			0.00
e. Total *(Sum of lines c & d)*		14,978.36			14,978.36
f. Non-Federal share of amount on line e		0.00			0.00
g. Federal share of amount on line e		14,978.36			14,978.36
h. Federal payments previously requested		8,278.36			8,278.36
i. Federal share now requested *(Line g minus line h)*		6,700.00			6,700.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month				
	2nd month				
	3rd month				

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	$
b. *Less:* Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested *(Line a minus line b)*	$

13. CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL

MUST BE SIGNED. DATE MUST BE AFTER THE PERIOD OF PERFORMANCE END DATE (REF. BLOCK 8)

DATE REQUEST SUBMITTED

06/08/2017

TYPED OR PRINTED NAME AND TITLE

Prefix:

First Name: Jane

Middle Name:

Last Name: Smith

Suffix:

Title: Chief Conservation Officer

TELEPHONE (AREA CODE, NUMBER, EXTENSION)

123-456-7890

This space for agency use

INSTRUCTIONS

Please type or print legibly. Items 1, 3, 5, 9, 10, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

Item	*Entry*
2	Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.
4	Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement.
6	Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.
7	This space is reserved for an account number or other identifying number that may be assigned by the recipient.
8	Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.
Note:	The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.
11	The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page.
11a	Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in- kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees.
11b	Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.
11d	Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.
13	Complete the certification before submitting this request.

NRCS CIG Program

SF-270 - Payment Claims & Supporting Documentation Guidance

Overview

The SF-270 is the form to use to request federal funds for reimbursement for incurred grant-related costs. The SF-270 should be filled in completely, making sure to report accurate amounts and information in all fields, including federal funds requested and non-federal funds (matching funds) expended to date.

Supporting documentation should clearly, and at a glance, demonstrate costs as they align to the approved budget in the signed Notice of Award (NOA). Simply listing budget category totals would be insufficient to properly document costs in the request.

The SF-270 request form should always be accompanied with supporting documentation, including:

- A summary that identifies cost categories, cost category totals, and that breaks down costs within each category, and provide a brief one-line description of each cost.
- A column that reflects the project cost category spending relative to the full project budget.
- Cost categories and cost lines must align with the approved award budget in the NOA and proposal.
- If needed, explanations that document the reimbursement amount of federal funds requested.

Below are more detailed explanations of supporting documentation expected to be submitted with each payment claim.

Match Funding

On each SF 270, in addition to reporting the amount of federal funding requested, award recipients must report the cumulative amount of non-federal (match) funding expended from the start of the award period to the end date of the claim period. Match funding is auditable, so relevant files should be retained as required for the rest of the federal award. However, please note that while grantees need to provide supporting documentation on federal funding requested in the claim, grantees are not required to provide details about matching funding with each payment request, unless specifically requested by a program team member. Only a breakdown of non-federal spending by categories is required.

As a reminder, the Notice of Award Terms and Conditions contains your grant Cost-Sharing requirements which must be met by project closeout. Should a recipient become aware that part of their cost-sharing commitment is no longer available, they should immediately notify the NRCS Program Manager so they can work on securing replacement cost sharing.

Budget Category Cost Changes

Changes to budget cost category amounts that total *more* than 10% of the total project amount (the total project amount includes the federal and non-federal amounts), require prior approval and a budget modification. If you need a budget modification due to a change of 10% or more in costs moved among categories or other reasons, please contact NRCS (nrcscig@usda.gov). Changes to budget cost category amounts that total *less* than 10% of the total project amount do not generally require prior approval, but they should be noted in the supporting documentation of a payment claim and progress report, and the project manager should be made aware of these changes.

Other prior approvals

Some types of expenditures, such as award funding paid to contractors and subaward recipients, require prior approval regardless of amount. You must have prior approval to pay award funds to contractors and subaward recipients, unless they were approved in the NOA or other prior approval document. Please refer to the General Terms and Conditions of the NOA, then contact us if you have any questions about whether your budget changes require prior approval.

Supporting Documentation by Category

The information that should be given for cost category and each line item is generally described below. Supporting documentation can often fit on less than one page and can be reported in a table as long as there is sufficient detail to demonstrate that costs are necessary and reasonable, allowable, and allocable for the performance of the federal award, which is outlined in the Cost Principles section of 2 CFR 200, and incorporated in the NOA General Terms and Conditions. **Please identify each cost (with a brief one-line description), within each cost category, so that costs and categories align with the approved budget in the NOA.**

i. ***Personnel***:
Please provide the individual's name and/or position for salaries being charged so it can be compared to the narrative. Changes in key personnel require prior approval by NRCS, and if names of individuals paid with grant funds are not provided with payment claims, then the agency must conduct periodic checks that may delay processing your request for reimbursement.
Do not need to provide hours worked or specific salary cost per hour.

ii. ***Benefits:***
Please provide the individual's name and position for benefits being charged. Changes in key personnel require prior approval by NRCS, and if names of individuals paid with grant funds are not provided with payment claims, then the agency must conduct periodic checks that may delay processing your request for reimbursement.
Do not need to provide hours worked or specific salary cost per hour.

iii. ***Travel:***
Please provide individuals' names who traveled, dates of travel, and location traveled to, so travel can be checked against progress reports and budget narrative. Further breakdown between hotel, transportation or registration may be reported if additional details are needed to justify costs.
Do not need to provide receipts.

iv. ***Equipment:***
Please provide type of equipment, if purchased used or new, if paid for delivery or assembly.
Do not need to provide costs and lists of multiple equipment parts, cost of delivery, etc.

v. ***Supplies:***
Please provide list of overall categories of supplies, like office supplies, farm supplies, camera supplies, and event or location that required the supplies.
Do not need to provide individual items list like box of pencils, batteries, paper bags, etc.

vi. ***Contractual:***

Please provide the name of each contract organization paid on the claim, in this category of the payment claim summary and include the event/reason they were involved at this point in time. Changes in contractors require prior approval by NRCS, and if names of entities paid with grant funds are not provided with payment claims, then the agency must conduct periodic checks that may delay processing your request for reimbursement. If the contractor is receiving a significant portion of the award NRCS may conduct reviews of expenditures on the contracts. Subaward costs should be reported in the Other category.
Do not need to provide if costs were for time, services, or items purchased, unless it relates to a major milestone in the project or is requested by NRCS. Your organization should keep these records in accordance with the requirements of your federal award and provide them if requested.

vii. Construction:

Please provide name of what was constructed.
Do not need to provide any information on detailed costs that went into construction.

viii. Other:

Please identify the costs as they align with the approved costs in the NOA; for instance, tuition for graduate student (fellowship, stipend, etc), rent for workshop facility, farm labor for oat harvest, etc.

Please provide the name of each subawarded organization paid on the claim, in this category of the payment claim summary and include the event/reason they were involved at this point in time. Changes in subaward entities require prior approval by NRCS, and if names of the subawardee paid with grant funds are not provided with payment claims, then the agency must conduct periodic checks that may delay processing your request for reimbursement. If the subawardee is receiving a significant portion of the award NRCS may conduct reviews of expenditures on the contracts. Contract costs should be reported in the Other category.

Do not need to provide additional information or details, such as specific costs that add into the cost of rent, AV, or poster-boards for workshops or meetings.

EXAMPLES of Category and Cost Documentation

The following are examples of supporting documentation that can facilitate the processing your SF-270 Request for Advance or Reimbursement (i.e., payment claims):

Expense summary: Project NR193A75000G00X					
Oct 1, 2019 - Dec 31, 2019					
FEDERAL SHARE					
Cost Category	Line Items	Costs	Approved Budget per cost category	Previously Requested total funding	Remaining budget per cost category
Salaries		**$34,081.14**	**$175,302.00**	**$23,100.00**	**$118,120.86**
	Farm manager - Project Co-PD so give name	$573.00			

	Project Lead - Proejct Co-PD so give name	$7,963.25			
	Programmer	$6,390.60			
	Evaluator – conducting interviews	$2,390.89			
	Undergrad lab technician	$366.60			
	Workstudy - lab tech	$433.80			
	Salary Lab Technician	$9,615.20			
	2nd Programmer	$6,348.00			
Fringe		**$11,851.47**	**$61,225.00**	**$8,001.00**	**$41,372.53**
	Farm manager - Project Co-PD so give name	$206.30			
	Project Lead - Proejct Co-PD so give name	$2,866.76			
	Programmer	$2,300.62			
	Evaluator – conducting interviews	$1,383.75			
	Undergraduate Lab Technician	$384.91			
	Salary Lab Technician	$2,836.47			
	2nd Programmer	$1,872.66			
Travel		**$2,935.23**	**$12,000.00**	**$0.00**	**$9,064.77**
	mileage, lodging, and per-diem for 9 trips within TX to collect soil samples from 15 farm sites, and conduct case study interviews with the farmers	$2,825.23			
	conference expenses to present at the Water Resources Conference	$110.00			
Equipment		**$7,847.55**	**$45,000.00**	**$0.00**	**$37,152.45**
	New generator for barn	$4,567.34			
	New monitoring sensors	$3,280.21			
Supplies		**$1,857.34**	**$8,000.00**	**$500.00**	**$5,642.66**
	chemical reagents for soil testing	$491.82			
	field supplies for soil testing	$556.21			
	other lab supplies for soil testing	$731.31			
	(Publication) printing poster for Conference	$78.00			
Contractual		**$16,341.17**	**$80,000.00**	**$35,689.00**	**$27,969.83**
	X Company – personnel and fringe	$10,909.17			

	Y Company – Travel, monitoring of farm sites	$5,432.00			
F&A		**$16,282.68**	**$58,900.00**	**$9,542.00**	**$33,075.32**
	TOTAL	**$91,196.78**	**$440,427.00**	**$76,832.00**	**$272,398.42**

NON-FEDERAL SHARE					
Cost Category	Line Items	Costs	Approved Budget	Previously Requested funding	Remaining budget
Salaries		$10,450.00	$50,000.00	$0.00	**$39,550.00**
Fringe		$2,042.00	$10,000.00	$0.00	**$7,958.00**
Equipment		$0.00	$67,890.00	$0.00	**$67,890.00**
Supplies		$0.00	$4,500.00	$0.00	**$4,500.00**
Contractual		$5,000.00	$25,000.00	$5,000.00	**$15,000.00**
Other		$45,030.00	$230,000.00	$90,060.00	**$94,910.00**
F&A		$11,201.00	$56,810.00	$15,432.00	**$30,177.00**
	TOTAL	**$73,723.00**	**$444,200.00**	**$110,492.00**	**$259,985.00**

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2022

1. Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name:

Street1:

Street2:

City:

County:

State:

Province:

Country: USA: UNITED STATES

ZIP / Postal Code:

4a. DUNS Number

4b. EIN

5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)

6. Report Type
- ☐ Quarterly
- ☐ Semi-Annual
- ☐ Annual
- ☐ Final

7. Basis of Accounting
- ☐ Cash
- ☐ Accrual

8. Project/Grant Period

From: To:

9. Reporting Period End Date

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	0.00
e. Federal share of expenditures	0.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	0.00
h. Unobligated balance of Federal Funds (line d minus g)	0.00
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
			g. Totals:			

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment Delete Attachment View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: First Name: Middle Name:

Last Name: Suffix:

Title:

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension)

d. Email Address

e. Date Report Submitted

14. Agency use only:

Federal Financial Report Instructions

Report Submissions

1) Recipients will be instructed by Federal agencies to submit the *Federal Financial Report* (*FFR*) to a single location, except when an automated payment management reporting system is utilized. In this case, a second submission location may be required by the agency.

2) If recipients need more space to support their *FFR*s, or *FFR* Attachments, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal grant or other identifying number (if reporting on a single award), recipient organization, Data Universal Numbering System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

Reporting Requirements

1) The submission of interim *FFR*s will be on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final *FFR* shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31. For final *FFR*s, the reporting period end date shall be the end date of the project or grant period.
2) Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.

Note: For single award reporting:

1) Federal agencies may require both cash management information on lines 10(a) through 10(c) and financial status information lines 10(d) through 10(o).

2) 10(b) and 10(e) may not be the same until the final report.

Line Item Instructions for the Federal Financial Report

FFR Number	Reporting Item	Instructions
Cover Information		
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or as instructed by the agency.
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	For a single award, enter the grant number assigned to the award by the Federal agency. For multiple awards, report this information on the *FFR* Attachment. *Do not complete this box if reporting on multiple awards.*
3	Recipient Organization	Enter the name and complete address of the recipient organization including zip code.
4a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
4b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by the Federal agency. For multiple awards, report this

FFR Number	Reporting Item	Instructions
		information on the *FFR* Attachment. *Do not complete this box if reporting on multiple awards.*
6	Report Type	Mark appropriate box. *Do not complete this box if reporting on multiple awards.*
7	Basis of Accounting (Cash/Accrual)	Specify whether a cash or accrual basis was used for recording transactions related to the award(s) and for preparing this FFR. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.
8	Project/Grant Period, From**:** (Month, Day, Year)	Indicate the period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project period that is funded in increments or budget periods (typically annual increments). Throughout the project period, agencies often require cumulative reporting for consecutive budget periods. Under these circumstances, enter the beginning and ending dates of the project period not the budget period. *Do not complete this line if reporting on multiple awards.*
	Project/Grant Period, To**:** (Month, Day, Year)	See the above instructions for "Project/Grant Period, From**:** (Month, Day, Year)."
9	Reporting Period End Date**:** (Month, Day, Year)	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual interim reports, use the following reporting period end dates: 3/31, 6/30, 9/30, or 12/31. For final *FFR*s, the reporting period end date shall be the end date of the project or grant period.
10	**Transactions** Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. Use Lines 10a through 10c, Lines 10d through 10o, or Lines 10a through 10o, as specified by the Federal agency, when reporting on single grants. Use Line 12, Remarks, to provide any information deemed necessary to support or explain *FFR* data.	
Federal Cash (To report multiple grants, also use FFR Attachment)		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date.
10b	Cash Disbursements	Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and contractors. For multiple grants, report each grant separately on the *FFR* Attachment. The sum of the cumulative cash disbursements on the *FFR* Attachment must equal the amount entered on Line 10b, *FFR*.
10c	Cash On Hand (Line 10a Minus Line 10b)	Enter the amount of Line 10a minus Line 10b. This amount represents immediate cash needs. If more than three business days of cash are on hand, the Federal agency may require an explanation

FFR Number	Reporting Item	Instructions
		on Line 12, Remarks, explaining why the drawdown was made prematurely or other reasons for the excess cash.
Federal Expenditures and Unobligated Balance: Do not complete this section if reporting on multiple awards.		
10d	Total Federal Funds Authorized	Enter the total Federal funds authorized as of the reporting period end date.
10e	Federal Share of Expenditures	Enter the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits. (Program income expended in accordance with the deduction alternative should be reported separately on Line 10o.)
10f	Federal Share of Unliquidated Obligations	Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. Enter the Federal portion of unliquidated obligations. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors. On the final report, this line should be zero unless the awarding agency has provided other instructions. *Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.*
10g	Total Federal Share (Sum of Lines 10e and 10f)	Enter the sum of Lines 10e and 10f.
10h	Unobligated Balance of Federal Funds (Line 10d Minus Line 10g)	Enter the amount of Line 10d minus Line 10g.
Recipient Share: Do not complete this section if reporting on multiple awards.		
10i	Total Recipient Share Required	Enter the total required recipient share for reporting period specified in line 9. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost

FFR Number	Reporting Item	Instructions
		sharing or match than the level required by the Federal agency).
10j	Recipient Share of Expenditures	Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i.
10k	Remaining Recipient Share to be Provided (Line 10i Minus Line 10j)	Enter the amount of Line 10i minus Line 10j. If recipient share in Line 10j is greater than the required match amount in Line 10i, enter zero.
Program Income: Do not complete this section if reporting on multiple awards.		
10l	Total Federal Program Income Earned	Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line10j.
10m	Program Income Expended in Accordance With the Deduction Alternative	Enter the amount of program income that was used to reduce the Federal share of the total project costs.
10n	Program Income Expended in Accordance With the Addition Alternative	Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.
10o	Unexpended Program Income (Line 10l Minus Line 10m or Line 10n)	Enter the amount of Line 10l minus Line 10m or Line 10n. This amount equals the program income that has been earned but not expended, as of the reporting period end date.
11	**Indirect Expense:** Complete this information only if required by the awarding agency. Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9.	
11a	Type of Rate(s)	State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.
11b	Rate	Enter the indirect cost rate(s) in effect during the reporting period.
11c	Period From; Period To	Enter the beginning and ending effective dates for the rate(s).
11d	Base	Enter the amount of the base against which the rate(s) was applied.
11e	Amount Charged	Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)
11f	Federal Share	Enter the Federal share of the amount in 11e.
11g	Totals	Enter the totals for columns 11d, 11e, and 11f.
Remarks, Certification, and Agency Use Only		
12	Remarks	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in line 10c.
13a	Typed or Printed Name and Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
13b	Signature of Authorized Certifying Official	The authorized certifying official must sign here.
13c	Telephone (Area Code, Number and Extension)	Enter the telephone number (including area code and extension) of the individual listed in Line 13a.
13d	E-mail Address	Enter the e-mail address of the individual listed in Line 13a.

FFR Number	Reporting Item	Instructions
13e	Date Report Submitted (Month, Day, Year)	Enter the date the *FFR* is submitted to the Federal agency using the month, day, year format.
14	Agency Use Only	This section is reserved for Federal agency use.

NRCS CONSERVATION INNOVATION GRANT

Semi-annual Progress Report

Grantee Name:	
Project Title:	
Agreement Number:	
Project Director:	
Contact Information	Phone Number: E-Mail:
Six Month Period Covered by Report:	
Project End Date:	

A. Project Status

1. Summary of project status to date, highlighting activities since submission of previous semi-annual report.
2. Current problems or unusual developments or delays.
3. Reasons why goals and objectives were not met, if relevant.
4. Explanation of any cost overruns.
5. A description of any administrative changes during the previous six-month period, including no-cost extensions granted or changes to the scope or budget of the project.
6. Lessons learned that inform future project activities.
7. A summary of work to be performed during the next six-month period.

B. Project Results

1. A summary of results to date and a **comparison of actual accomplishments with proposed milestones and deliverables** for the period. The best format is to list results by objective, so we can quickly gage project progress.
2. Any preliminary results that can be used by NRCS for practice standard revisions, new practice standard adoption, policy changes, program revisions and training opportunities.
3. Project Outputs (highlight any deliverables that have been completed or links to documents that reflect the deliverable):
   a. Products, software tools and/or technologies currently ready for adoption and/or transfer.
   b. Identification of any new data or research needs to inform broader efforts in the project's topic area.
   c. Links (or attachments) to communications products published/released since submission of the previous semi-annual report. This includes any media coverage of your project or published documents.

C. EQIP Producers

Provide a listing of EQIP-eligible producers involved in the project, identified by name only. For On-Farm Trials awardees only – next to each name, provide a cumulative total of the value of the incentives provided (including direct payments, equipment and supplies) from federal award funds to that individual farm operation.